Purpose:
The University of Ottawa’s Faculty of Medicine Awards in Education and Research Committee is an initiative that was agreed upon by the leadership of the Faculty of Medicine. The purpose of the Committee is to provide advice and feedback regarding potential nominations for various external and internal awards and prizes, as well as to review and select the recipients of the annual Faculty of Medicine Awards of Excellence. The goal of this committee is to provide an open and transparent mechanism regarding nomination decision-making and procedures within the Faculty.

The Committee will serve as a formal mechanism to promote excellence in existing research programs and to actively aid the strategic and concerted effort of the University of Ottawa to enhance global recognition of our research and educational excellence. In line with the University of Ottawa’s Office of the Vice-President, Research policies, the Faculty of Medicine is committed to fostering an equitable research, education and training environment that provides equal opportunities for everyone and that respects and values diversity.

Mandate:
1. The Committee will provide recommendations of potential candidates for University-level and external award nominations to the Faculty of Medicine Executive Leadership Team (ELT) and the Office of the Vice-President, Research, when applicable;
2. The Committee will review nominations and select laureates for the annual Faculty of Medicine Awards of Excellence.

Membership:
The Committee will reflect the diversity of the University of Ottawa and Faculty of Medicine community with respect to the four diversity categories identified in the Canada Equity Act (gender, minority status, indigenous status, disability status). It will be comprised of:

   a) FoM Director of Prizes and Awards for Excellence in Education and Research (Chair);
   b) Representatives from the basic sciences departments (as elected by the basic sciences departments Chairs),
   c) Representatives from the clinical departments (as elected by the clinical departments Chairs),
   d) Learner representative(s) from the basic sciences departments,
   e) Learner representative(s) from the clinical departments,
   f) One representative from the FoM Faculty Experience Team
   g) One representative from Affaires Francophones.

Staff/Non-voting members:
The Director of Prizes and Awards will be the main liaison and Chair for this committee, with assistance from the Research Grants and Awards Officer of the Faculty of Medicine.

Term:
The Committee will be active indefinitely. Elected members will serve for a period of 2-3 years.

Meetings:
The Committee is expected to meet four (4) times annually, or at the discretion of the Chair.

Responsibilities of the Committee Chair:
The Committee Chair must be knowledgeable about the Faculty of Medicine research, education and training community and is responsible for the following:

   a. Chairing all Committee meetings;
   b. Establishing consensus among Committee members;
   c. Adhering to the responsibilities of Committee members noted below.

Expectations and responsibilities of Committee members:
Leading up to each committee meeting, a list of awards to be discussed will be circulated electronically to all members. Members are expected to come to meetings prepared, by consulting appropriate members of their Department/Service to determine if there are any appropriate and competitive nominees for each award. In addition, all members of the Committee must agree to the obligations outlined below:

   1. Attend and contribute to Committee meetings, so that consensus can be reached efficiently.
   2. Act fairly, in good faith and in the best interests of the Faculty of Medicine.
   3. Be independent and impartial.
   4. Complete mandatory unconscious bias training provided by the Faculty of Medicine.
   5. Maintain a level of knowledge required to honor his or her obligations and duties.
   6. Enable communication with University of Ottawa administration and compliance with University of Ottawa policies and procedures.

If unable to meet the proposed commitments, the member shall communicate this to the Committee and an alternate with similar expertise will be selected.

Members are responsible for responding to the requests from the Committee Chair in a timely manner, and for alerting them to any likely delay in response.

Quorum:
A quorum of the Committee is a majority of its members.